



Figure 401: Insert OLE Object dialog with **Create new** option selected

After clicking outside the spreadsheet area, double-click on the OLE object to re-enter the edit mode of the object. The application devoted to handling that type of file (Calc in our example) will open the object.

To save the inserted spreadsheet:

- 1) Click anywhere outside of the it to leave the edit mode.
- 2) Right-click on the spreadsheet and select **Save copy as** in the context menu or select **Edit > Object > Save copy as** on the menu bar.
- 3) Choose the name of the new file and the folder in which it will be saved.
- 4) Click **Save** button.

✓ Note

If the object inserted is handled by LibreOffice, then the transition to the program to manipulate the object will be seamless; in other cases the object opens in a new window and an option in the *File* menu becomes available to update the object you inserted.

To insert an existing object:

- 1) To create on OLE object from an existing file, select the **Create from file** option. The format of the Insert OLE Object dialog changes to that shown in Figure 402.